



EDUCATIONAL OPPORTUNITY GRANT

PROGRAM MANUAL

2003-2004

EDUCATIONAL OPPORTUNITY GRANT PROGRAM MANUAL

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EDUCATIONAL OPPORTUNITY GRANT PROGRAM

TIMELINE

Aug-Sept 2003	2003-04 Fall quarter/Fall semester warrants sent to schools.
September 2003	Mail 2004-05 program brochures to all two and four-year schools, libraries, and community organizations.
November 2003	Mail 2004-05 applications to all two and four-year schools and community organizations.
January 2004	Winter quarter 2004 / Spring semester 2004 warrants sent to school.
February 2004	Mail 2004-05 renewal information to current recipients and schools.
March 2004	Spring quarter 2004 warrants sent to schools. 2004-05 3 rd year application petitions sent to schools. Summer 2004 announcement sent to schools and students if funds remain.
April 1, 2004	2004-05 new application priority deadline, monthly thereafter.
April 2004	Review of 2004-05 applications begins. 2004-05 Award notification sent to students and schools.
April 26, 2004	2004-05 Initial renewal confirmation due from schools.
April 30, 2004	2004-05 Renewal verification sent to students and schools.
May 18, 2004	Summer 2004 Requests due.
June 1, 2004	2004-05 3 rd year applications due.
June 2004	Summer 2004 warrants sent to schools.
August 16, 2004	2004-05 Final renewal changes due from schools.

Chapter 28B.101 RCW
Educational Opportunity Grant Program
(see caveat)

<i>Sections</i>	
28B.101.005	Finding - Intent
28B.101.010	Program Created
28B.101.020	Definition - Eligibility
28B.101.030	Administration of Program - Payments to Participants
28B.101.040	Use of Grants

RCW 28B.101.005 Finding - Intent

The legislature finds that many individuals in the state of Washington have attended college and received an associate of arts or associate of science degree, or ~~((its)) the~~ equivalent, but are placebound.

The legislature intends to establish an educational opportunity grant program for placebound students who have completed an associate of arts or associate of science degree, or ~~((its)) the~~ equivalent, in an effort to increase their participation in and completion of upper- division programs.

RCW 28B.101.010 Program Created

The educational opportunity grant program is hereby created ~~((as a demonstration project))~~ to serve placebound financially needy students by assisting them to obtain a baccalaureate degree at public and private institutions of higher education ~~((which have the capacity to accommodate such students within existing educational programs and facilities))~~ approved for participation by the higher education coordinating board.

RCW 28B.101.020 Definition - Eligibility

(1) For the purposes of this chapter, "placebound" means unable to ~~((relocate to))~~ complete a college program because of family or employment commitments, health concerns, monetary inability, or other similar factors.

(2) To be eligible for an educational opportunity grant, applicants must be placebound residents of the state of Washington as defined in RCW 28B.15.012(2) (a) through (d), who: ~~((a))~~ Are needy students as defined in RCW 28B.10.802(3); and ~~((who))~~ (b) have completed the associate of arts or associate of science degree or ((its)) the equivalent. A placebound resident is one who may be influenced by the receipt of an enhanced student financial aid award to ~~((attend an institution that has existing unused capacity rather than attend a branch campus established pursuant to chapter 28B.45 RCW))~~ complete a baccalaureate degree at an eligible institution. An eligible placebound applicant is further defined as a person ~~((whose residence is located in an area served by a branch campus who, because of family or employment commitments, health concerns, monetary need, or other similar factors,))~~ who would be unable to complete ((an upper- division)) a baccalaureate course of study but for receipt of an educational opportunity grant.

RCW 28B.101.030 Administration of Program - Payments to Participants

The higher education coordinating board shall develop and administer the educational opportunity grant program. The board shall adopt necessary rules and guidelines and develop criteria and procedures to select eligible participants in the program. Payment shall be made directly to the eligible participant periodically upon verification of enrollment and satisfactory progress towards degree completion. [1990 c 288 § 5.]

RCW 28B.101.040 Use of Grants

Grants may be used by eligible participants to attend any public or private college or university in the state of Washington that is accredited by an accrediting association recognized by rule of the higher education coordinating board for the program and that ~~((has an existing unused capacity. Grants shall not be used to attend any branch campus or educational program established under chapter 28B.45 RCW))~~ complies with eligibility criteria established by rule of the higher education coordinating board. The participant shall not be eligible for a grant if it will be used for any programs that include religious worship, exercise, or instruction or to pursue a degree in theology. Each participating student may receive up to two thousand five hundred dollars per academic year, not to exceed the student's demonstrated financial need for the course of study. ~~((Resident students as defined in RCW 28B.15.012(2)(f) are not eligible for grants under this chapter.))~~

NOTES:

Reviser's note: This section was amended by 1993 c 385 § 2 and by 1993 sp.s. c 18 § 35, each without reference to the other. Both amendments are incorporated in the publication of this section pursuant to RCW 1.12.025(2). For rule of construction, see RCW 1.12.025(1).

Effective date--1993 sp.s. c 18: See note following RCW 28B.10.265.

CAVEAT: On April 25, 2003, the Legislature passed Engrossed Senate Bill 5676 updating provisions in the EOG program as described above. Assuming the Governor signs the bill, provisions take effect on July 27, 2003.

Residency Statute Excerpt for Educational Opportunity Grant Program

RCW 28B.101 Educational Opportunity Grant

The purposes of RCW 28B.101.005 through 28B.101.040 are to establish the principles upon which the state of Washington Educational Opportunity Grant program, will assist financially needy, placebound students domiciled in Washington to obtain the opportunity of attending an eligible institution of higher education. RCW 28B.101.020 defines Washington residents as those defined in RCW 28B.15.012 (2) (a) through (d).

RCW 28B.15.012 Classification as resident or nonresident student – Definitions

Whenever used in chapter 28B.15 RCW:

- (1) The term "institution" shall mean a public university, college, or community college within the state of Washington.
- (2) The term "resident student" shall mean:
 - (a) A financially independent student who has had a domicile in the state of Washington for the period of one year immediately prior to the time of commencement of the first day of the semester or quarter for which the student has registered at any institution and has in fact established a bona fide domicile in this state primarily for purposes other than educational;
 - (b) A dependent student, if one or both of the student's parents or legal guardians have maintained a bona fide domicile in the state of Washington for at least one year immediately prior to commencement of the semester or quarter for which the student has registered at any institution;
 - (c) A student classified as a resident based upon domicile by an institution on or before May 31, 1982, who was enrolled at a state institution during any term of the 1982-1983 academic year, so long as such student's enrollment (excepting summer sessions) at an institution in this state is continuous;
 - (d) Any student who has spent at least seventy-five percent of both his or her junior and senior years in high schools in this state, whose parents or legal guardians have been domiciled in the state for a period of at least one year within the five-year period before the student graduates from high school, and who enrolls in a public institution of higher education within six months of leaving high school, for as long as the student remains continuously enrolled for three quarters or two semesters in any calendar year;

Chapter 250-70 WAC
Educational Opportunity Grant Program
Last Update: 9/3/93 (See caveat)

WAC

250-70-010	Purpose.
250-70-020	Program definitions.
250-70-030	Institutional eligibility.
250-70-040	Student eligibility.
250-70-050	Application procedure.
250-70-060	Recipient selection and award.
250-70-070	Grant disbursement.
250-70-080	Program administration.
250-70-090	Student responsibilities.
250-70-100	Repayment option.

WAC 250-70-010 Purpose.

Recognizing that Washington state experiences low participation rates at the upper-division level within postsecondary education, and further recognizing that the state intends to meet future educational demand, in part, through a system of branch campuses, the legislature has authorized the development of the educational opportunity grant program.

Further, recognizing that there exists in some public and private higher education institutions unused enrollment capacity within existing educational programs and facilities, the educational opportunity grant program will test the premise that a supplemental grant of some significance will influence eligible placebound students to choose such institutions when transferring to or enrolling in baccalaureate study.

The purpose of the educational opportunity grant program is to serve eligible placebound financially needy students who have completed an associate of arts degree, or its equivalent, by enabling them to increase their participation in and completion of upper-division study at eligible institutions which have the capacity to accommodate such students within existing educational programs and facilities.

Believing that there will be a substantial saving to the state to maximize use of existing capacity within educational programs and facilities at both public and private institutions, the demonstration project will test the relationship between student financial aid and enrollment to improve understanding of how financial aid policy and the awarding of this grant affect otherwise placebound students in choosing higher education and selecting institutions.

[Statutory Authority: 1990 c 288. 90-16-023, § 250-70-010, filed 7/20/90, effective 8/20/90.]

WAC 250-70-020 Program definitions.

(1) "Branch campus service areas" shall mean:

(a) For the University of Washington Bothell-Woodinville branch, the service area consists of Snohomish County and King County.

(b) The University of Washington Tacoma branch service area includes Pierce County, the southern part of King County, and a portion of Kitsap County.

(c) The service area for the proposed Washington State University Spokane branch consists of Spokane County.

(d) The Washington State University Tri-Cities branch service area includes three counties: Benton, Franklin and Walla Walla.

(e) The Washington State University Southwest Washington branch service area is defined as Clark, Cowlitz, and Skamania counties.

(f) The Yakima education center service area includes Yakima County.

The board shall, in guidelines, further define these service areas.

(2) "Demonstration project" shall mean a reasonable period of time for testing the premise and expected outcomes of the program.

(3) "Placebound" shall mean unable to relocate to complete a college program because of family or employment commitments, health concerns, monetary inability, or other similar factors.

(4) "Placebound resident" shall mean a person whose residence is located in an area served by a branch campus who, because of family or employment commitments, health concerns, monetary need, or other similar factors, would be presumed unable to complete an upper-division course of study but for receipt of an educational opportunity grant. A placebound resident is one who may be influenced by the receipt of an enhanced student financial aid award to attend an eligible institution that has existing unused capacity rather than attend a branch campus established pursuant to chapter 28B.45 RCW.

(5) "Demonstrated financial need" shall mean the difference between the budgetary cost to the student attending the institution of postsecondary education and the total applicant resources which the institutional financial aid officer determines can reasonably be expected to be available to the student for meeting such costs.

(6) "Needy student" shall mean those students as defined in RCW 28B.10.802(3), and as otherwise defined by the board.

(7) "Washington resident or resident student" shall mean an individual who at the time of application for an educational opportunity grant satisfies the requirements of RCW 28B.15.012 through 28B.15.013 and board-adopted rules and regulations pertaining to the determination of state residency.

(8) "Associate of arts degree or equivalent" shall mean coursework comparable to admission at the junior level or above by the enrolling institution.

(9) "Upper division" shall mean baccalaureate coursework beyond an associate of arts degree or its equivalent.

(10) "Award amount" shall mean an award amount up to \$2,500 per year per student, prorated per term of attendance, paid periodically in equal installments, not to exceed the student's demonstrated financial need.

(11) "Board" shall mean the higher education coordinating board. When a duty or responsibility of the board is referenced in these regulations, the authority needed to discharge that responsibility lies with the executive director or his or her designee.

(12) "Existing unused capacity" shall mean available capacity within existing educational programs and facilities as periodically and formally defined and approved by the board for purposes of statewide enrollment planning.

[Statutory Authority: 1990 c 288. 90-16-023, § 250-70-020, filed 7/20/90, effective 8/20/90.]

WAC 250-70-030 Institutional eligibility.

To qualify as an eligible institution for purposes of this program an institution shall:

(1) Be a public [university of four-year college operated by the state of Washington political subdivision thereof,] or [a] private baccalaureate institution of higher education in the state of Washington which is a member institution of the Northwest Association of Schools and Colleges. Any institution, branch, extension or facility operating within the state of Washington which is affiliated with an institution operating in another state must be a separately accredited member institution of the above named accrediting association, and

(2) Be certified by the higher education coordinating board as having existing unused capacity to accommodate educational opportunity grant recipients within existing educational programs and facilities, excluding any branch campus or [education] [educational] program established under chapter 28B.45 RCW[, and].

(3) Complete an agreement to participate and acknowledge its responsibility to administer the educational opportunity grant program according to prescribed rules and regulations and guidelines, and otherwise give evidence of its eligibility, if necessary.

[Statutory Authority: Chapters 28B.80 and 28B.101 RCW. 93-19-024, § 250-70-030, filed 9/3/93, effective 10/4/93. Statutory Authority: 1990 c 288. 90-16-023, § 250-70-030, filed 7/20/90, effective 8/20/90.]

Reviser's note: RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

WAC 250-70-040 Student eligibility.

A placebound student is eligible for an educational opportunity grant if the additional financial resource would alleviate the placebound condition by either allowing the student access to education at a local eligible institution with existing unused capacity or allowing relocation to another institution with existing unused capacity. For a student to be eligible for an educational opportunity grant he or she must:

(1) Be a "financially needy student" as determined by the higher education coordinating board in accordance with RCW 28B.10.802(3);

(2) Be a resident of the state of Washington;

(3) Be a resident of a branch campus service area;

(4) Be enrolled or accepted for enrollment at least half time with priority to full time, as an upper-division undergraduate student at an eligible baccalaureate institution in the state of Washington approved by the higher education coordinating board as an eligible institution for purposes of this program;

(5) Be a placebound resident;

(6) Have completed an associate of arts degree or its equivalent at an institution other than the one selected for purposes of receiving this grant;

(7) Not be involved in a program that includes any religious worship, exercise or instruction or the pursuit of any degree in religious, seminarian, or theological academic studies;

(8) Make satisfactory academic progress as determined by the institution; and

(9) An otherwise eligible student may not use this grant to attend a branch campus of a public university or to continue enrollment at an institution where he or she is presently attending. [Statutory Authority: 1990 c 288. 90-16-023, § 250-70-040, filed 7/20/90, effective 8/20/90.]

WAC 250-70-050 Application procedure.

Placebound students shall annually apply directly to the higher education coordinating board and shall complete an application and other materials as provided and required by the board.

[Statutory Authority: 1990 c 288. 90-16-023, § 250-70-050, filed 7/20/90, effective 8/20/90.]

WAC 250-70-060 Recipient selection and award.

In selecting grant recipients, the board will give priority to those students who, but for this grant, evidence that they could not pursue a baccalaureate degree.

(1) Determination. The higher education coordinating board shall determine student eligibility and awards under this program. The board will appoint a policy advisory committee to advise the board on matters of program administration including, but not limited to award screening and selection criteria and procedures, program publicity, and efforts to recruit placebound students. The board shall appoint a separate screening and selection committee.

(2) Standards. Assuming program eligibility criteria are met, the following additional selection criteria, among others, may be employed by the selection committee in ranking candidates and awarding grants:

(a) Evidence that, but for this grant, a placebound student could not pursue baccalaureate study at an eligible institution of the student's choice;

(b) Evidence of financial hardship or significant educational debt; and

(c) A brief statement describing the student's educational goals and plans.

Once named, recipients may elect to use the grant at any one of the board-certified eligible institutions. A student may ultimately choose an institution different from that referenced in his or her application, provided the receiving eligible institution can also verify student eligibility criteria such as certification of enrollment in an eligible academic program, documented financial need and satisfactory academic progress.

[Statutory Authority: 1990 c 288. 90-16-023, § 250-70-060, filed 7/20/90, effective 8/20/90.]

WAC 250-70-070 Grant disbursement.

Grant disbursement shall be made directly to the eligible enrolled student in equal amounts per term upon institutional verification of the student's enrollment in an eligible program, proof of financial need and satisfactory academic progress. The award amount shall not exceed \$2,500 per academic year. The value of the grant shall be the same regardless of the institution selected.

The educational opportunity grant, when combined with the state share of other state-appropriated student financial aid programs, shall not exceed an amount equal to the total maximum student expense budget at the public research institutions plus the current average state appropriation per student for operating expense in the public institutions.

[Statutory Authority: 1990 c 288. 90-16-023, § 250-70-070, filed 7/20/90, effective 8/20/90.]

WAC 250-70-080 Program administration.

(1) Administering agency. The higher education coordinating board shall administer the educational opportunity grant program. The staff of the board, under the direction of the executive director, will manage the administrative functions relative to the program and shall be authorized to enter into agreement with eligible institutions for participation in the program.

(2) Maintenance of effort. State funds provided under this program are not to be used to supplant federal, state or institutional grants which would otherwise be available to support the student's attendance.

(3) Reports. The higher education coordinating board will obtain periodic reports from institutions describing the number of educational opportunity grant recipients selecting that institution, the socio-economic profile of such recipients in attendance at each participating institution, and other information about the student's academic program pertinent to these rules.

(4) Oversight and appeals. If an institution fails to maintain eligibility for the program as defined in WAC 250-70-030, or if the board determines that an institution has failed to comply with program rules and regulations or guidelines, the board may suspend, terminate, or place conditions upon the institution's participation in the program. Satisfactory resolution of a dispute will be attempted by board staff. If satisfactory resolution cannot be achieved by board staff, the institution initiating the appeal may request a hearing with the board, which shall take action on the appeal. Eligible applicants may request in writing a review of any adverse decision affecting them by requesting such review within 20 days of the adverse decision, addressed to the executive director of the higher education coordinating board. In both circumstances, the appeal shall be conducted consistent with the terms of the Administrative Procedure Act, chapter 34.05 RCW.

[Statutory Authority: 1990 c 288. 90-16-023, § 250-70-080, filed 7/20/90, effective 8/20/90.]

WAC 250-70-090 Student responsibilities.

(1) A student must meet the academic progress required under terms of this program.

(2) A student who has incorrectly submitted information on his or her application, shall be required to repay grant funds to the program.

(3) Any student who has obtained an educational opportunity grant through means of a willfully false statement or failure to reveal any material fact, condition, or circumstance affecting eligibility will be subject to applicable civil or criminal penalties.

[Statutory Authority: 1990 c 288. 90-16-023, § 250-70-090, filed 7/20/90, effective 8/20/90.]

WAC 250-70-100 Repayment option.

It is the intent of this legislation that nothing in this act shall prevent or discourage an individual from making an effort to repay any state financial aid awarded during his or her collegiate career. [Statutory Authority: 1990 c 288. 90-16-023, § 250-70-100, filed 7/20/90, effective 8/20/90.]

NOTE: On April 25, 2003, the Legislature passed ESB 5676 updating the EOG program. These changes will take effect on July 27, 2003, at which point the Board will act to update WAC 250-70. Until that process is complete, institutions are advised to rely on the updated RCW and the updated program guidelines, which have been revised to reflect these recent changes to the extent possible as of the printing of the manual.

Chapter I

STUDENT AND INSTITUTIONAL ELIGIBILITY

**STUDENT
ELIGIBILITY
REQUIREMENTS**

To be eligible for Educational Opportunity Grant (EOG) consideration, the student must:

1. Demonstrate financial need and have filed a Free Application for Federal Student Aid (FAFSA).
2. Be a resident of the state of Washington.
3. Be "Placebound".
4. Plan to enroll full-time. Extenuating circumstances may allow for half-time enrollment. (Full-time students will receive priority for funding.)
5. Enroll in an eligible program at a Board approved four-year college or university in Washington State.
6. Have achieved at least junior standing as recognized by the college the student plans to attend, by completing an Associate of Arts or Associate of Science degree or its equivalent.
7. Not be required by the college or university to be involved in any program that includes any religious worship, exercise or instruction.
8. Not have been enrolled during the prior academic year at the institution the student plans to attend with the grant.
9. Be making satisfactory progress according to the college or university.
10. Not owe a repayment or be in default to any state or federal financial aid program.
11. Not have exhausted the possible two years of Educational Opportunity Grant eligibility.

DEFINITIONS

Need	The student must demonstrate financial need as calculated by the institution, using the Federal Methodology (FM) formula. The student's EOG award in combination with other forms of aid may not exceed the calculated need. The student's financial aid package must be complete before the award will be disbursed.
Packaging	The award may not exceed the students' calculated need and must replace unmet need or self-help assistance.
State Resident	"Resident" means being a resident of the state of Washington as defined in RCW 28B.15.012(2) (a) through (d). The RCW section of the manual contains an excerpt of RCW 28B.15.012(2)(a) through (d).
Placebound Definition	For purposes of this program, a placebound citizen is one who has completed the first two years of a four-year degree but has not completed the junior or senior years because of family or employment commitments, health concerns, financial consideration, or other similar factors.
Enrolled	<p>"Enrolled" means being enrolled or accepted for enrollment as at least a half-time upper-division undergraduate student at a participating postsecondary institution.</p> <p>"Half-time" means six credits per term.</p> <p>No more than one-half of the student's course load per term may be through correspondence courses.</p>
Academic Year	The Academic Year is equal to the fall, winter, and spring terms at a quarter institution; fall and spring terms at a semester school.
Upper Division Undergraduate Status	"Upper Division Undergraduate student" means a student who has not been conferred a first baccalaureate or professional degree but has completed an Associate of Arts or Associate of Science degree or achieved at least junior standing as recognized by the college.
FAFSA	The student must have submitted the Free Application for Federal Student Aid (FAFSA) before he or she may receive an Educational Opportunity Grant.

Refund/Repayment All students must certify that they do not owe a refund and are not in repayment for a state or federal student financial aid program including an Educational Opportunity Grant, a State Need Grant, Pell Grant, or Supplemental Educational Opportunity Grant, and are not in default on a loan made, insured, or guaranteed under the federal Perkins Loan, or STAFFORD FFEL or Direct Loan programs or made through a state conditional loan program.

Two-Year Eligibility The Educational Opportunity Grant is designed as a two-year program to assist upper-division students to complete a baccalaureate degree and to do so in a timely manner. In exceptional cases, the award may be extended to a third year

Renewals The award will be renewed for a second year if the student's placebound condition has not changed markedly and the financial need is confirmed in the new aid year. Schools will confirm the student's eligibility for renewal.

Third-Year Petitions If funds are available, students may apply for a third-year renewal only in cases of extenuating circumstances. Students must request a third-year petition and application form from their financial aid office. Priority for funding will be for second-year renewal students and new applicants, and last to third-year renewal applicants.

MONITORING ELIGIBILITY

Institutions are responsible for monitoring and responding to changes in student eligibility which may affect the Educational Opportunity Grant award. "Monitoring Continued Eligibility" in Chapter III discusses procedures for changes in student status which occur after receipt of an award.

PENALTY FOR FALSE INFORMATION

Any student who has obtained an Educational Opportunity Grant through means of a willfully false statement or failure to reveal any material fact, condition, or circumstance affecting eligibility will be subject to applicable civil and criminal penalties.

**INSTITUTIONAL
ELIGIBILITY**

For a school to be eligible to participate in the Educational Opportunity Grant program, it must:

1. Grants may be used by eligible participants to attend any public or private college or university in the state of Washington that is accredited by an accrediting association recognized by rule of the Higher Education Coordinating Board and that complies with eligibility criteria established by rule of the Higher Education Coordinating Board.
2. Participate in the federal student aid programs.
3. Demonstrate a continuing administrative capability to steward financial aid programs.
4. Sign and have approved by the Higher Education Coordinating Board, the "Institutional Agreement to Participate" and an "Electronic Access Agreement" that among other provisions, includes certification that the institution will not require any recipient of the grant to be involved in any educational program that includes any religious worship, exercise, or instruction.

Eligible Program

"Eligible program" means a program at a location approved by the U.S. Department of Education for participation in the federally-funded financial aid programs.

The student, at a public or private, nonprofit institution, must be enrolled in an educational program which leads to a baccalaureate degree.

UNIT RECORD

Each institution participating in the Educational Opportunity Grant program must submit a Unit Record Report for each student who received federal, state, or other financial aid on the basis of financial need including this program. Information to be reported includes the disbursed EOG grant amount, socioeconomic data and financial aid packaging information for each aid recipient. The reports must be filed in a format required by the Board and submitted by the announced deadline.

Chapter II

APPLICATION AND AWARD SELECTION

APPLICATIONS

Students must submit an application in order to apply for the Educational Opportunity Grant (EOG). *(See sample application in Resources section.)*

Applications are prepared by the Higher Education Coordinating Board and consist of three parts. The student must complete Parts A and B and submit Part C to the school's financial aid office for completion.

Completed Parts A and B may be submitted directly to the Higher Education Coordinating Board or submitted to the school who will then forward all application parts together to the Board.

Placebound Circumstances

As part of the application, the student must submit Part B to have their placebound status assessed. Answers to placebound questions will determine if the applicant meets or does not meet the terms of the placebound definition. Students may also describe any special circumstances to be considered.

SELECTION AND AWARD

Selection Process

EOG applications are prescreened by staff for completeness and eligibility.

Working in cooperation with schools and colleges, the Board developed an application tool (Part B) to measure a student's placebound circumstances. Applications are scored at the Board for an applicant's "placebound" status and the student's financial need.

Funding Priorities

Priorities for available funding are as follows:

1. Renewals
2. New Full-time Applicants
3. Third-year Petitions

All applicants are notified by letter of their award status. The school for which the student indicated a first preference is also notified of the award.

Alternates	An appropriate percentage of alternate candidates will also be selected and notified of their alternate status. Alternate candidates will be awarded as funds are returned to the program from recipients who do not enroll or drop out of school.
Packaging Requirements	The EOG award may never exceed the student's total calculated need and must replace unmet need or self-help assistance. The aid administrator must, at the time of award, re-examine the student's package to ensure compliance with program requirements.
Enrollment Transfer	Transfer of the grant to another school is not automatic. Recipients who wish to transfer must complete a new placebound description and submit Part C of the application from the new school. This information will be reviewed by program staff to determine if the recipient still meets the conditions of selection for award.
Part-Time Students	Priority for a first-time award is given to applicants attending full-time, but recipients are still eligible to receive the award if they enroll for at least half-time. If a recipient drops to less than full-time status but is enrolled at least half-time (6 credits or the equivalent), the award amount is conditional on the cost of attendance. If the cost of attendance is significantly reduced and the student's self-help financial need drops below \$2,500, the award will be reduced. Students enrolling for less than six credits are not eligible for the grant.
Attendance Less Than Nine Months	Students attending only part of the full nine-month academic year receive a prorated share of the total award. For example, the student attending one of three quarters receives one-third of the full year's total EOG award.
Lack of Junior Status	If an awarded student has not achieved junior status by the beginning of fall quarter, the student's award will be prorated to include only the remaining terms in the academic year.
Summer Awards	Summer term awards are made when funds are available.

Chapter III

MONITORING CONTINUED ELIGIBILITY

Once a student receives an Educational Opportunity Grant award the institution must monitor for continued eligibility. The student must:

1. Continue to meet the basic Student Eligibility Requirements outlined in Chapter I.
2. Be monitored for satisfactory progress while receiving the grant.

STUDENT ELIGIBILITY REQUIREMENTS

Chapter I outlines the conditions a student must meet to be considered for an Educational Opportunity Grant. The student must meet these conditions throughout the aid year. These conditions include having financial need; being a Washington resident; enrolling in an eligible program and an eligible school; being an undergraduate upper-division student or having a A.A. or A.S. degree; not owing a refund or repayment on any state or federal program; not be required by the institution to be involved in any program that includes any religious worship, exercise, or instruction; and not being enrolled during the initial year in the same school as in the prior year.

If the student's eligibility changes during the year, the institution is expected to notify the Higher Education Coordinating Board to make the corresponding changes to the Educational Opportunity Grant award.

FINANCIAL NEED

The institution is expected to monitor the student's overall need for assistance and continuing need for the Educational Opportunity Grant.

Revised Eligibility

In general, it is a good practice to recalculate the student's eligibility for the Educational Opportunity Grant whenever a recalculation is required for federal student aid programs. At a minimum, however, the student's Educational Opportunity Grant must be revised whenever changes to the applicant information would result in a reduction in the award by \$50 or more. If applicable, a revised award letter would include notification of any overpayment.

OVERPAYMENTS

If the overpayment can be eliminated in the award year in which it occurred by adjusting the subsequent grant payments, the student can continue to receive funds as long as he or she is otherwise eligible. If the overpayment cannot be resolved in this manner, the student is obligated to return the amount of the overpayment.

**SATISFACTORY
PROGRESS**

The institution is expected to monitor the student's progress as outlined in Section 250-70-040(8) of the Educational Opportunity Grant rules and in accordance with the Board-approved institutional policy, which should include both qualitative and quantitative standards.

**Professional
Judgment**

The Financial Aid Administrator (FAA) may at any time, using professional judgment on a case-by-case basis, reinstate a student into satisfactory progress in response to an individual student's extenuating circumstances. The FAA can choose to exercise professional judgment without a specific request to do so from the student. For example, the FAA may decide to permit a student continued access to the Educational Opportunity Grant if failure in one term is countered by an extensive history of prior success.

**Withholding
Payment**

Consistent with institutional policy for the administration of its other financial aid programs, an institution may withhold payment of an Educational Opportunity Grant to a student who has earned sufficient credits for, but has not been conferred, a first baccalaureate or professional degree.

Chapter IV

PAYMENT PROCEDURES

DISBURSEMENT PROCEDURES

Eligibility Confirmation	The Board will send institutions a list of EOG eligible students in August, prior to the beginning of fall term.
Public	Public institutions can credit Educational Opportunity Grant funds to the student's account consistent with procedures for disbursing other financial aid. EOG funds will be delivered each term to public institutions in the form of an electronic funds transfer accompanied by an invoice listing of awarded students.
Private	Private institutions must disburse Educational Opportunity Grant checks (warrants) directly to the student. Each student must be provided the opportunity to cash the check at his or her own bank or to request that the funds be applied to the student's account at the institution.
Enrollment	Disbursements may be made only after the school can verify enrollment.
Disbursement Report	<p>Each term, disbursement reports will be downloaded by the institution from the Board's password protected web site: https://fortress.wa.gov/hecb/secure/login.asp</p> <p>It is to be completed, signed and returned to the Higher Education Coordinating Board within 30 days of disbursement, along with any warrants not disbursed to students. A Disbursement Report example is included in the Resource section of this manual.</p>
Power of Attorney Disbursements	A student whose off-campus program precludes his or her return to the institution for disbursement must assign Power of Attorney to a responsible person to receive Educational Opportunity Grant payments on his or her behalf. A copy of the Power of Attorney as documentation must be kept in the student's file.

**REPAYMENT AS
A RESULT OF
WITHDRAWAL –
PUBLIC**

Repayment is a student responsibility. If a student recipient leaves school during an academic term in which he or she receives an Educational Opportunity Grant, the student is required to repay Educational Opportunity Grant funds according to the institution's Board-approved repayment policy.

**Institutional
Responsibility**

Collection is the school's responsibility. In conducting the collection, the school should follow the same procedure it uses for collecting repayment of other grant funds such as Pell or SEOG.

Uncollectibles

An "uncollectible" account may be turned over to the Board. In general, "uncollectible" is defined as the student's failure to make any repayment for 120 days or more.

If the 120 days expires with no response from the student, the institution may forward the documented account to the Board. The institution may hold the account for more than 120 days if it continues active collection procedures.

**REPAYMENT AS A
RESULT OF
WITHDRAWAL –
PRIVATE**

Repayment is a student responsibility. If a student recipient leaves school during an academic term in which he or she receives an Educational Opportunity Grant, the student is required to repay Educational Opportunity Grant funds according to the institution's Board-approved repayment policy.

The collection effort is conducted by the Board **for students at private schools only**. The institution must advise the student and the Board, in writing of the amount to be repaid. Documentation of the student's repayment obligation must be kept in the student's file.

Educational Opportunity Grant warrants will not be processed for any student who owes a repayment that has been referred to the Board until the account has been paid in full. The Board will advise the institution, in writing, when the student has repaid the amount due.

**INSTITUTIONAL
RESPONSIBILITY
FOR WARRANTS**

The institution is responsible for the custody of all Educational Opportunity Grant warrants as long as they are held at the institution, and it is responsible for any Educational Opportunity Grant warrants which are lost, stolen, or disbursed to ineligible students.

Chapter V

PROGRAM AUDITS AND RECORDS RETENTION

PROGRAM AUDITS

The Board staff will review institutional administrative practices to determine compliance with rules, regulations, and program guidelines. As outlined in the rules, the burden of proof for a grant recipient's eligibility is with the institution. Each participating institution must keep intact and accessible records pertaining to the receipt and expenditure of Educational Opportunity Grant funds. This includes all accounting records and supporting documents necessary to verify how funds were spent.

At a minimum, the institution must be able, on request of the Board, to reconstruct the calculations and rationale supporting the student's grant eligibility. An institution may keep records on microfilm or in computer format. If the institution keeps its records in computer format, it must maintain, in either hard copy or on microfilm, source documents supporting the computer data. If such a review determines that an institution has failed to comply with program rules and regulations or guidelines, the institution must reimburse the program in the appropriate amount.

RECORDS RETENTION

Records relating to the Educational Opportunity Grant program must be maintained in accordance with RCW 40.14. This law requires that all documentation substantiating a student's eligibility for, and receipt of, Educational Opportunity Grant funds must be maintained for six years.

Financial Aid Administrators at public institutions must coordinate their records retention plan and schedule with their institution's records officer.

LIST OF RESOURCES

GENERAL WEB SITE INSTRUCTIONS

Web Site Registration Instructions/Accessing Web Site Data.....	R - 3
Downloading Instructions for Disbursement Report/Secure E-Mail	R - 4
Search the EOG File Example	R - 5
Example of a Downloaded Disbursement Report	R - 6
Secure Upload Instructions-Example	R - 7
Secure Email Instructions-Example.....	R - 8

PROGRAM MATERIAL

2003-2004 Information Sheet	R - 9
Part A - Student Application	R-11
Part B - Placebound Description	R-13
Part C - School Financial Aid Worksheet.....	R-15

STUDENT PROFILES

Profile of EOG Recipients by Sector, 2001-2002	R-17
EOG Recipients: Socio-Economic Profile – 2002-2003 Recipients	R-19

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GENERAL WEBSITE INSTRUCTIONS

EOG Disbursement Reports are available for downloading off the Board's web site for Financial Aid Professionals. The web site data is updated every 24 hours.

Web Site Registration Instructions

The site is password protected because the data contains sensitive student information. You must register and receive access confirmation before the files can be viewed or downloaded.

To register, go to: <https://fortress.wa.gov/hecb/secure/login.asp>

- Click on the "Register" button
- Fill in the registration information
- Password must be at least eight characters in length, contain at least one numeric, one alpha and one of these three special characters: @, #, or \$ (example: instruct#1)
- You will be contacted for verification purposes and notified when access has been activated.

Accessing Web Site Data

After you receive notification of access:

- Go to <https://fortress.wa.gov/hecb/secure/login.asp> to log onto the web site
- Enter your complete e-mail address and the password you supplied at registration
- A "HECB MENU" page will appear displaying the web pages you have access to
- Click on the web page you wish to view. *(The length of time that it will take to open the web page will depend on your individual computer and internet browser)*
- If downloading Disbursement Reports, select "EOG Disbursement Data"
- On the "EOG Search Criteria" page, use the drop down boxes to select a year, term, and disbursement status.
- If searching for a specific student, you may enter the student's SSN or last name in the boxes provided.
- If you would like to download your query into an Excel file, click on the box marked "Download an Excel file of this query"
- Once all search criteria is entered, click on the button marked, "Search For Eligible EOG Students"

Downloading a Disbursement Report

To download a disbursement report from the web:

- Log on to Web site
- Select “EOG Disbursement Data”
- Perform search according to your selection criteria
- Click on “Create a Printable Disbursement Report”
- A Print menu will automatically pop up select print. If the disbursement report is too wide for the page, click the cancel button on the printing menu, select File, Page Setup and change the printing format to landscape.
- Print disbursement report

To complete your disbursement report in an Excel file to be uploaded as a secure file:

- Log on to Web site
- Select “EOG Disbursement Data”
- Enter search criteria
- Click box marked “Download an Excel file of this query” on search criteria page
- Fill in the column marked “Disbursement Status” with the appropriate disbursement coding
- Go back to the web site’s Main Menu
- Click on “Secure File Upload”
- Enter your file name, or click the “Browse” button to select the appropriate Excel file
- Select “Educational Opportunity Grant” in the Recipient drop down box
- Type your message in the Description box.
- Click “Upload File” box

Secure E-Mail

To send an e-mail with sensitive student information:

- Log on to web site
- Select “Secure E-Mail” from Main Menu
- Select “Educational Opportunity Grant” from the Recipient drop down box
- Type a subject in the subject line provided
- Type a message in the Message box provided
- When E-mail is complete, click button “Send E-mail”

Resource pages R-5 through R-8 currently are not available in electronic format. Please contact the Educational Opportunity Grant staff if you need a copy faxed or mailed to you. Email requests to dawnc@hecb.wa.gov or call: 360-753-7846.

PROFILE OF EOG RECIPIENTS BY SECTOR, 2001-2002

	TOTAL, All Institutions	4-Yr Public Institutions	Independent Institutions
Percentage of All Recipients	100%	64%	36%
Number	979	631	348
Age			
Under 21	7%	9%	5%
21-23	22%	25%	18%
24-29	33%	31%	36%
30-34	13%	13%	14%
35-39	9%	8%	11%
40 and Over	15%	15%	16%
Median Age	27	26	27
Gender			
Male	31%	33%	27%
Female	69%	67%	73%
WA Residency			
Resident	99%	100%	97%
Nonresident	1%	0%	3%
Fall Term Enrollment Status			
Fulltime	93%	92%	94%
Less Than Fulltime	7%	8%	6%
Year in School			
Freshmen	0%	0%	1%
Sophomore	5%	1%	12%
Junior	42%	38%	49%
Senior	53%	61%	37%
5th Year/Unclassified	0%	0%	0%
Graduate/Prof/Other	0%	0%	0%
Race/Ethnicity			
Black/African American	5%	5%	6%
Asian/Pacific Islander	9%	10%	7%
American Indian	2%	2%	3%
Spanish/Hispanic	11%	10%	14%
White	61%	62%	58%
Other/Unknown	11%	11%	11%
Dependent Students			
Percentage of all Students	21%	25%	14%
Average Parental Income	\$31,552	\$32,209	\$29,406
Average Family Size	4.0	4.1	3.7
Average Exp. Family Contrib	\$3,566	\$3,542	\$3,646
Independent Students			
Percentage of all Students	79%	75%	86%
Average Family Income	\$19,382	\$18,480	\$20,803
Average Family Size	2.5	2.5	2.6
Average Exp. Family Contrib	\$1,994	\$1,800	\$2,300
Average Total Award	\$14,907	\$12,313	\$19,611
Percent of Funds (\$) by Type			
Grant	60%	63%	56%
Loan	37%	35%	39%
Work	3%	2%	4%
Percent of Funds (\$) by Source			
Federal (including Loans)	52%	53%	51%
State	34%	41%	26%
Other	14%	6%	23%

EDUCATIONAL OPPORTUNITY GRANT (EOG) RECIPIENTS
Socio-Economic Profile
2002-2003 Recipients

BACKGROUND

The purpose of the *Educational Opportunity Grant Program* is to provide a \$2,500 grant as an incentive to financially needy placebound residents to complete baccalaureate education and to do so at institutions, public or independent, which have existing capacity. The program carries a 2002-2003 state appropriation of \$2,920,000. The statutory authority for the program is located in Chapter 28B.101RCW. A total of 478 new student awards have been made for the 2002-2003 academic year. In addition to the new recipients, there are 519 renewals for a total of 997 awards for 2002-2003.

PROFILE

<i>School Attended:</i>	Of the EOG recipients, 64 percent attend public institutions and 36 percent attend private institutions.
<i>Average Age:</i>	The average age of recipients is 29.
<i>Gender:</i>	Most recipients are female (69 percent).
<i>Dependency Status:</i>	The majority (79 percent) of the recipients are either single parents, single independent students, or married students; only 21 percent are dependent students.
<i>Year in School:</i>	Students with junior class standing constitute 79 percent of the new recipients; 21 percent are seniors.
<i>Prior School Attended:</i>	86 percent of the recipients previously attended a community college in the state of Washington.
<i>Field of Study:</i>	The three most frequently cited majors are: Social Sciences, Education, and Business.
<i>Average Family Income:</i>	The average annual family income of recipients is \$27,228.
<i>Loan Amounts:</i>	Average previous loan amount among new recipients is \$21,460.

PLEASE READ THIS ENTIRE INFORMATION SHEET BEFORE COMPLETING THE APPLICATION.

■ **WHAT IS THE EDUCATIONAL OPPORTUNITY GRANT?**

The Educational Opportunity Grant (EOG) program provides renewable \$2,500 grants to financially needy placebound Washington residents as an incentive to complete their four-year degrees at public and independent colleges and universities with unused enrollment capacity. The Educational Opportunity Grant was created by the Washington State Legislature to raise upper-division participation rates by encouraging students who have already achieved junior standing through completion of an AA or AS degree, or transferable credits to complete a four-year degree.

■ **WHO QUALIFIES FOR THE GRANT?**

To apply for this grant, you must be “placebound” and meet other eligibility requirements.

- “Placebound” is defined as living in a designated county and having completed only the first two years of a four-year degree due to family or employment commitments, health concerns, financial need, or other similar factors.
- You must be a Washington resident and reside in a designated county.
- In advance of your initial term of enrollment at the four-year school, you must **have achieved junior standing** as recognized by the school you plan to attend, either by completing an Associate of Arts or Associate of Sciences transfer degree program, or through earned credits.
- You must demonstrate financial need certified by the financial aid administrator at the college you plan to attend (**this means you must have completed all institutional financial aid applications and the federal financial aid form – *Free Application for Federal Student Aid* (FAFSA); if you have Internet access, you may complete a FAFSA online at: <http://www.fafsa.ed.gov>**).
- You must be planning to attend an **eligible** four-year school in Washington. To be eligible, schools must be accredited by the Northwest Association of Schools and Colleges (NWASC), participate in other state financial aid programs, and have unused capacity. Currently all schools are expected to have capacity for 2003-2004. Branch campuses where you **may not** use this grant are: the University of Washington branches at Bothell and Tacoma, and Washington State University branches at Vancouver, Spokane, and the Tri-Cities.
- You must not be required by the four-year school to be involved in any program that includes any religious worship, exercise or instruction, or be pursuing any degree in religious, seminarian, or theological academic studies.
- You must be a junior or senior transfer student in 2003-2004, and must not have been enrolled during the prior academic year at the four-year school you plan to attend with this grant.

■ **WHAT ARE THE DESIGNATED COUNTIES IN WHICH ELIGIBLE APPLICANTS MUST LIVE?**

Eligible applicants must reside in Benton, Clark, Cowlitz, Franklin, King, Kitsap, Pierce, Skamania, Snohomish, Spokane, Thurston, Walla Walla, or Yakima counties. This requirement is tied to the 1989 law authorizing the EOG program. Legislative intent is that these residents can receive help earning a four-year degree EITHER by attending one of the public branch campuses with subsidized tuition in their area OR by applying for an Educational Opportunity Grant and using it at an established school with unused capacity.

■ **WHICH SCHOOLS CAN I ATTEND WITH THE GRANT?**

Four-year schools meeting the program's requirements are: University of Washington (main campus only), Washington State University (main campus only), The Evergreen State College, Central Washington University, Eastern Washington University, Western Washington University, Bastyr College, Cornish College, Heritage College, Gonzaga University, Pacific Lutheran University, Saint Martin's College, Seattle Pacific University, Seattle University, University of Puget Sound, Whitman College, and Whitworth College.

■ **HOW MUCH WILL I RECEIVE IF I AM ELIGIBLE FOR A GRANT?**

The grant will be \$2,500 for the academic year and is renewable for one year. If your financial need as certified by your school is less than \$2,500, or you attend less than the full academic year, your grant amount will be adjusted downward.

■ **DO I GET THE GRANT IN ADDITION TO OTHER FINANCIAL AID?**

If your need, as documented by the federal student aid report, is unmet by other financial aid sources, the Educational Opportunity Grant can be added to your financial aid package. If your need is fully met by other financial aid, then the Educational Opportunity Grant will replace loans, not grants or scholarships.

■ **HOW DO I SUBMIT MY APPLICATION FOR THE GRANT?**

The application form has three parts. You must complete parts A & B; the financial aid administrator at the college you plan to attend must complete Part C. All three parts of the completed application must be mailed to the Higher Education Coordinating Board (address below) by the application deadline. Submit Part C to your financial aid administrators immediately, or at least two weeks prior to the application deadline to allow time for completion. If you apply to more than one school, please submit one application for each school you are considering.

■ **HOW WILL RECIPIENTS BE SELECTED?**

Complete applications will be reviewed continuously, beginning April 1, 2003 until May 30, 2004, as funds remain available. Priority will go to the earliest complete applications. Complete applications are scored based on placebound status and financial need.

■ **WHEN SHOULD I SUBMIT MY APPLICATION?**

You must apply before your initial term of enrollment at the four-year school you plan on attending.

☐ I plan to begin attendance during **fall term 2003**. Apply between April 1, 2003 and September 1, 2003.

☐ I plan to begin attendance during **winter term 2004**. Apply between April 1, 2003 and February 1, 2004.

☐ I plan to begin attendance during **spring quarter 2004**. Apply between April 1, 2003 and May 1, 2004.

■ **HOW WILL I BE NOTIFIED IF I RECEIVE AN AWARD?**

A notice of award, or non-award, will be sent to you and to your financial aid office in the month that your application is reviewed.

■ **CAVEATS**

- ◆ Awards are **provisional** until schools can confirm student eligibility just prior to disbursement of funds.
- ◆ Program funding and program eligibility criteria depend upon legislative provisions and appropriation.

■ **AGENCY CONTACTS**

Dawn Cypriano-McAferly, Program Coordinator
Linda Langan, Program Manager
Fax: (360) 704-6246 or (360) 753-7808

dawnc@hecb.wa.gov
lindala@hecb.wa.gov

(360) 753-7846
(360) 753-7861

Higher Education Coordinating Board
Educational Opportunity Grant
917 Lakeridge Way
PO Box 43430
Olympia, WA 98504-3430

**WASHINGTON STATE
EDUCATIONAL OPPORTUNITY GRANT
2003-2004 APPLICATION**

DEADLINE: *While funds remain available, applications will be reviewed on a first-come, first-served basis at the beginning of each month starting April 1, 2003, and ending May 1, 2004 (Please refer to the Application Information Sheet for specific deadlines related to the term you intend to enroll at a four-year school.)*

READ CAREFULLY. This application consists of three parts: **You must complete Parts A and B**, typed or printed in ink. Return Parts A and B to the Higher Education Coordinating Board or send them to the four-year school you plan to attend as a junior, along with Part C. **(NOTE: For the financial aid administrator to complete Part C, you must have completed the admissions process and the federal financial aid application. See page 1 of the information sheet.)**

If you are considering more than one school at this time, please complete a separate application for each school. Completed applications may be sent to the Higher Education Coordinating Board either by the student or the financial aid administrator.

PART A – TO BE COMPLETED BY STUDENT

1. Name: _____ / _____ / _____
Last First Middle
2. SSN: _____ - _____ - _____
3. Birthdate: ____ / ____ / ____ Male: ____ Female: ____
4. Phone: (____) _____
5. E-Mail address: _____
6. First term you plan to enroll at a four-year school: Fall 2003 _____ Winter 2004 _____ Spring 2004 _____
7. Permanent residence: _____
Street City State Zip
8. Address while attending college: _____
(if different) Street City State Zip
9. Date I became a legal resident of Washington: _____ / _____
(If you have always lived in this state, use your date of birth.) Month Year
10. The eligible county I **reside in** is: (Circle one)
Benton Cowlitz King Pierce Snohomish Spokane Yakima
Clark Franklin Kitsap Skamania Thurston Walla Walla
11. College (or colleges) I would like to attend in (in order of preference) 2003- 2004:

	<u>Main Campus</u>	<u>Site other than main (list)</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

(NOTE: You may not use the grant to continue attending your current institution.)

12. Please list all colleges or universities you have attended in the space below.

<u>College</u>	<u>Location</u>	<u>Dates Attended</u>	<u>Degree</u>	<u>Degree Date</u>

(Attach a list of any additional colleges if necessary.)

13. Intended academic major: _____

14. Estimated baccalaureate graduation date: _____

15. Planned enrollment status for 2003-2004: Full-Time: _____ Other (explain): _____ Summer 2004

16. Amount of educational loans to date (student only – Stafford/Perkins Loans):

Amount borrowed: \$ _____ Current unpaid balance: \$ _____

17. You **must have** completed the **Free Application for Federal Student Aid (FAFSA)** form and applied for admission in order for your financial aid administrator to complete Part C of this application. Check with the college you plan to attend for further instructions about completing the financial aid process. **If you have Internet access, you may apply on-line at: <http://www.fafsa.ed.gov>**

_____ I **have** applied for admission.

_____ I **have** applied for financial aid.

_____ I **have not** applied for financial aid, but will contact my financial aid office.

1. **STUDENT AGREEMENT:** By my signature, I certify that the information contained in Parts A and B of this application is true and correct to the best of my knowledge. Further, I give my consent to the financial aid administrator at the college I plan to attend to release necessary demographic and financial information to assist in the Higher Education Coordinating Board's administration of the program. I certify that, according to the definition provided and to my answers on Part B, I am a placebound citizen. During the entire period I receive the Educational Opportunity Grant, I understand I cannot be involved in or required by my college or university to be involved in any program or class that includes any religious worship, exercise or instruction, and I cannot be pursuing any degree in religious, seminarian, or theological academic studies. I understand if I am selected to receive the grant, it can only be used during academic years 2003-2004 and 2004-2005, at a Board-approved institution with existing capacity, excluding described branch campus sites.

Signature

Date

Please Print Name

Send completed application to:

**Educational Opportunity Grant Program
Higher Education Coordinating Board
917 Lakeridge Way / PO Box 43430
Olympia, WA 98504-3430**

**EDUCATIONAL OPPORTUNITY GRANT
2003–2004 APPLICATION
PART B – “PLACEBOUND DESCRIPTION”**

For this grant program, a “**placebound person**” is defined as one who:

1. Lives in one of 13 designated counties in Washington (as noted on question #10); and
2. Has junior standing by completing an Associate of Arts or Sciences degree or transferable credits at a community college; or would be a junior but has been out of college and wishes to return and is either:
 - ♦ unable to relocate and would find it difficult to continue toward a baccalaureate degree without the financial incentive of this grant because of family or work commitments, health concerns, financial considerations, or other similar factors; or
 - ♦ able to relocate and overcome the above placebound barriers with the help of this grant.

Please mark the “Yes” or “No” box by each statement as it applies to your plans to attend a four-year school. Explain special circumstances on the reverse side.

Y N

- ☐ ☐ I am a major caregiver for an elderly or disabled family member. (Explain)
- ☐ ☐ I will continue to work at my current job.
- ☐ ☐ I am a homeowner.
- ☐ ☐ I will be moving out of the area, approximately _____ miles, to attend school.
- ☐ ☐ I am returning to school this fall term after an absence of one or more years.
- ☐ ☐ I have a documented medical condition that requires continued care by my local doctor.
- ☐ ☐ Family or friends will assist me with childcare while I am in school.
- ☐ ☐ My spouse will be continuing in a permanent job.
- ☐ ☐ There are no public or private four-year colleges within reasonable commuting distance of my current residence (approximately 1 hour or 50 miles).
- ☐ ☐ My dependent(s) has a documented medical condition that requires continued care by a local doctor.
- ☐ ☐ I will continue to live in my current government-subsidized, low-income housing. (Does not include dormitories.)
- ☐ ☐ The four-year school I am applying to offers an academic/degree program not available within commuting distance of my current residence (approximately 1 hour or 50 miles). The degree program is _____.
- ☐ ☐ My children will be enrolled in the same daycare or school as at present.
- ☐ ☐ The cost of moving has prevented me from going to a four-year college out of the area.

Name: _____ Social Security Number: _____ - _____ - _____
(Please Print)

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

[illegible]

**EDUCATIONAL OPPORTUNITY GRANT
2003-2004 APPLICATION
PART C – SCHOOL FINANCIAL AID WORKSHEET**

**DEADLINE: WHILE FUNDS REMAIN OR UNTIL THE CLOSING DATE OF MAY 1, 2004.
COMPLETE APPLICATIONS WILL BE CONTINUOUSLY REVIEWED FOR ELIGIBILITY.**

INSTRUCTIONS TO STUDENT: Forward Part C to the financial aid office at the four-year school you wish to attend with this grant. Fill in your name and Social Security number and the school will complete the rest **after you have completed the Free Application for Federal Student Aid (FAFSA) and the results have been returned to the school.** If you are considering more than one school at this time, copy this form and send it to each school.

INSTRUCTIONS TO THE FINANCIAL AID ADMINISTRATOR: Part C information must be based on the applicant's SAR. Financial aid information will be used to determine applicant eligibility and to provide the database for recipient profiles. Complete applications will be continuously reviewed for eligibility while funds remain. **Final dates to apply: Fall term - Sept 1, 2003; Winter term - Feb 1, 2004; Spring quarter - May 1, 2004.**

Name: _____ / _____ / _____ SSN: _____ - _____ - _____
Last First Middle

1. Budget:

- A. Type: _____ Dependent, lives with parents
_____ Dependent, lives away from parents
_____ Independent, unmarried, no dependents
_____ Independent, unmarried, with dependents
_____ Independent, married, no other dependents
_____ Independent, married with dependents

B. Budget duration, if less than nine months: _____

C. Budget amount: \$ _____, _____

2. Family income: (Annual taxed and untaxed income upon which the contribution is calculated.)

- A. Parent income (if dependent student): \$ _____, _____
B. Student income (if dependent or independent): \$ _____, _____
C. Spouse's income from work (if married): \$ _____, _____

3. Total expected family contribution: \$ _____, _____

4. Financial need based on budget in Item #1: \$ _____, _____

5. Family size: _____ Number in college: _____

6. Washington resident: Yes: _____ No: _____ If applicant is not a Washington resident, but anticipates residency during the academic year, which term? _____

7. Class standing: Applicant must have received an Associate of Arts or Sciences degree or achieved junior status to receive an Educational Opportunity Grant.

A. Associate of Arts or Sciences Degree: Yes: _____ No: _____ Unknown at this time: _____

B. Class standing at beginning of 2003-2004 academic year, if known: Junior: _____ Senior: _____

C. If neither, when do you anticipate the student will advance to junior standing or obtain an Associate of Arts or Sciences degree? By the beginning of _____ quarter/semester, 2003-2004.
(term)

8. Ethnicity: ___ White/Caucasian ___ Asian/Pacific Islander ___ Black/African American
 ___ American Indian ___ Eskimo ___ Hispanic/Spanish
 ___ Other ___ Aleut ___ Unknown/Unavailable

9. Comments: (Please add anything that would help clarify the student's status; for example lack of sufficient transfer credits, lack of admission status, re-determination of need, selected for verification, or current student.)

10. By my signature, I certify that the information contained and requested in **Part C** of this application is true and complete to the best of my knowledge.

Signature of financial aid administrator

Date

Print name

Institution